

Professional and Managerial Branch
Cultural Group
Library Series

TRANS-PECOS LIBRARY SYSTEMS COORDINATOR

04/90

Summary

Under general supervision, supervises the Texas Trans-Pecos Library System; performs duties as required.

Typical Duties

Plans and conducts continuing education activities, workshops and multi-day institutes for the Texas Trans-Pecos Library System librarians; makes regular field visits to System libraries to provide on-site consultation and assistance.

Directs and evaluates Texas Trans-Pecos Library System member activities; prepares the Annual Plan of Service according to budget and program guidelines provided by the Texas State Library; plans, develops, implements and monitors System programs; assesses library needs and priorities for services and documents that impact of the System toward meeting those needs.

Recommends selection, supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance.

Minimum Qualifications

Training and Experience: Graduation from an ALA accredited college or university with a Master's Degree in Library Science and six(6) years of progressively responsible postgraduate library employment, including two years of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices and technical procedures of library management; comprehensive knowledge of the Texas State Library System; considerable knowledge of professional print and non-print selection methods; considerable knowledge of automated catalog systems and databases; considerable knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to develop and enforce administrative policies and procedures; ability to plan, coordinate and direct library activities; ability to plan, develop and implement library programs and services; ability to supervise, train and evaluate assigned personnel; ability to develop budgets; ability to establish and maintain effective working relationships with fellow workers, officials and the public; ability to express oneself clearly and concisely, orally and in writing; ability to compile grant proposals; ability to maintain record and prepare reports.

Physical Requirements: Mobility within an office and library environment; operate a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state.

Director of Personnel

Department Head